



CONDOMINIUM CONVERSION PERMIT

Generally, a Condominium Conversion Permit is required for the conversion of single-interest (leased) developments, such as apartments, to common interest developments, condominiums.

If applicable, a tentative subdivision map to implement the conversion shall be filed and considered simultaneously with the application for a condominium conversion permit.

The purpose of the Condominium Conversion Permit is to:

1. promote greater individual choice in type, quality, price and location of housing;
2. provide for the housing needs of all segments of the population;
3. provide increased home ownership opportunities of all segments of the population;
4. provide a method to approve separate ownership of units within nonresidential multiple-unit buildings or upon a parcel of land containing more than one unit;
5. mitigate the hardship caused by displacement of tenants, particularly those in low to moderate housing, those who are elderly, families with minor dependent children, the handicapped and the disabled;
6. promote the safety of condominium conversion projects and the correction of building code violations in such projects;
7. maximize the availability of pertinent information for intelligent decision-making by public officials and potential buyers; and,
8. generally regulate projects in accordance with State law, the General Plan, any applicable specific plans and with the public health, safety and welfare.

If you have any questions, please call the Planning Division at (951) 826-5371.

FILING FEES

See current Fee Schedule (filing fees are generally non-refundable). Additional fees may be required to be submitted PRIOR to scheduling a project for hearing. Check with the Planning Division for current fees.

SUBMITTAL REQUIREMENTS

Refer to **Development Application Information** Handout for information on Submittal Requirements.

Additional submittal items include:

- One (1) copy of the License Application submitted to Community Care Licensing.
- A project analysis and inspection report, complete with an inter-unit acoustical report, certified by a competent expert or experts acceptable to the Planning Division, prepared pursuant to the requirements of the applicable resolution, describing in detail the physical characteristics and condition of the subject project, including all buildings, open spaces, parking facilities and appurtenances. The certification shall be accompanied by a fully detailed plot plan drawn to scale. The inter-unit acoustical report shall not be required for mobile home park conversions nor nonresidential conversions.